

**HEAD START SCHOOL READINESS MANAGER**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, developing, organizing and managing school readiness initiatives by providing quality education and early childhood development services in accordance with the Head Start Performance Standards; provides technical expertise and guidance in the development and implementation of school readiness plan which includes early childhood curriculum and ongoing assessment tools; implements best practices in early childhood education; supports the development of program goals to improve children's school readiness through regular data aggregation and analysis; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**TASKS:**

Plans, develops and manages the school readiness activities within Navajo Head Start; participates in the development and implementation of program goals, objectives and educational systems; develops and implements effective mentoring and coaching strategies designed to improve the quality of teacher performance, classroom quality and outcomes for children and strategies to engage families in their child's educational outcomes and promote successful home-school partnerships; ensures the education and child development services are supported by staff with training and experience that include the theories and principles of child growth and development and early childhood education and family support; conducts regular on-site visits to ensure quality practices with children and families; provides expert guidance, evidence-based practices, techniques, materials and training for School Readiness Coaches, teaching staff and parents; prepares, administers and interprets testing and measurement material for evaluating and measuring educational programs and services and ensures that children are meeting school readiness goals; interprets policies, procedures, rules, regulations and directives; reviews and revises service delivery plans, policies and procedures.

Supervises, guides and supports the School Readiness Coaches to ensure assigned tasks are completed; conducts annual appraisals; monitors transition activities from early head start to head start utilizing head start student outcomes; performs administrative support and supervisory duties in formulating, planning, directing and implementing school readiness policies and procedures; works cooperatively with other content area managers to meet the needs of children and families by coordinating services, referrals, transition plans, and communication with direct services staff; ensures teaching staff implement effective strategies to meet individual education plan/individual family service plan goals; determines training needs and plans and coordinates training; develops and disseminates resources and best practices for implementing quality improvement; assists teaching staff in developing a system and resources which offers parents opportunities to enhance their skills as first educator of their children; implements an effective system to track individual professional development plans for all teaching staff to meet the Head Start educational requirement.

Develops, implements and evaluates the delivery of specialized educational programs and services; ensures developmentally appropriate instructional materials, equipment and support are provided at each site; assists with short/long term planning; identifies areas of challenge and develops recommendations for resolution; assists with planning, budget preparation and proposal writing; develops and monitors school readiness budget in collaboration with central office; establishes and sustains school readiness contacts and liaison with local, state, federal agencies and organizations; attends educational conferences, seminars, workshops and in-service training to improve and enrich professional understanding of child development trends, best practices, legislation, etc.; prepares required reports and attends meetings as requested; establishes systems tracking and monitoring classroom supplies and furnishings, curriculum materials and equipment.

## **HEAD START SCHOOL READINESS MANAGER**

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of advanced educational concepts, principles, theories and applications.

Knowledge of early development of children from prenatal through age 8, in all domains represented in Head Start Child Development and Early Learning Framework, including working knowledge of recent early brain development.

Knowledge of Head Start Performance, Navajo Nation, federal, state and local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities.

Knowledge of practical application of educational concepts to existing education systems, programs and services.

Knowledge of various early childhood assessment tools and educational activities based on current and relevant research.

Knowledge of health and Safety practices and requirements for early childhood education centers.

Knowledge of supervision and management of staff and services.

Skill in applying principles and modeling current early childhood developmentally appropriate practices.

Skill in working as a lead and/or participating team member with agency employees, children, parents, support services and the general public.

Skill in oral and written communications, making presentations and providing training.

Skill in analyzing data and drawing valid and reliable conclusions.

Skill in analyzing complex procedures and systems and developing problem-solving strategies.

Skill in managing staff and complex internal relationships; maintaining open communications and effective working relationships.

Skill in the use of technology to effectively manage data and information.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Early Childhood Education, Education or related field with coursework equivalent to a major relating to early childhood education; and four (4) years of administrative work experience including teaching and education services preferably in early childhood education, two (2) years of which must have been in a supervisory capacity.

### **PREFERRED QUALIFICATIONS:**

- A Master's or Advanced degree in Early Childhood Education, Education or related field with coursework equivalent to a major relating to early childhood education.

### **SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

### **Supplemental Requirements:**

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.